

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: SUBSTANCE ABUSE COUNSELOR II -  
Parole Division

SALARY GROUP: B15

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 03/22/2011

POSITION #: 051161

**I. JOB SUMMARY**

Performs moderately complex substance abuse counseling work. Work involves treating and rehabilitating offenders in a substance abuse treatment or rehabilitation program. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Interviews, screens, and evaluates offenders for potential program participation; provides substance abuse counseling and educational services; and implements follow-up and aftercare programs.
  - B. Compiles data and submits reports, referrals, and related documentation; maintains offender records to include assessments, treatment plans, progress notes, discharge summaries, and discharge plans; and disseminates information on community resources for offender placement in follow-up treatment.
  - C. Communicates with parole officer regarding offender attendance, progress, and recommendations for additional services; and assists in the completion of the offender substance abuse inventory.
  - D. Provides technical assistance and coordinates with others in the approval of authorizations and extensions with contracted substance abuse vendors; and maintains offender records and documents pertaining to the services provided.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning substance abuse treatment experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Current, valid license as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services.

Must maintain valid license for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of alcoholism and chemical dependency, addiction, co-dependency, and related disorders.
3. Knowledge of the techniques and modalities of counseling and an understanding of recovery.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to interview, screen, and evaluate offenders, and implement chemical dependency treatment programs.
9. Skill in problem-solving techniques.

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- 10. Skill to prepare and maintain accurate records, files, and reports.
- 11. Skill to review technical data and prepare technical reports.
- 12. Skill to interpret and translate Spanish to English and English to Spanish preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.